



The North Carolina Center for Afterschool Programs
Increasing Access to Quality Afterschool

NC Afterschool Funders Criteria Manual

Table of Contents

Playground Inspection Checklist	3
Transportation Standards	
NC Child Passenger Safety Resource Center	5
Transportation Standards	
NC Division of Child Development	7
Transportation Ratios	
NC Division of Child Development	10
Better Business Bureau	
Standards for Charity Accountability	11
Administration Office of the Courts	
Criminal Background Check Companies	17
North Carolina Afterschool	
Professional Core Competencies Overview.....	20
Move More Afterschool Collaborative	
Standards for Physical Activity in Afterschool Programs.....	21

Playground Inspection Checklist

Name of Center: _____

Date & Time Completed: _____

Completed by: _____

Signature: _____

Category	Pass	Fail	Problem	Solution
General Inspection				
Playground area free of litter and debris				
Equipment not damaged or vandalized				

Surfacing				
Adequate depth of surface under and around equipment				
Surfacing material free of glass, debris or other foreign objects				
Surfacing material not compacted or deteriorating				

General Hazards				
Equipment free from sharp points, corners or edges				
Protective caps or plugs not missing or damaged				
Equipment free of potential clothing entanglement hazards				

Category	Pass	Fail	Problem	Solution
Equipment free of pinch, crush, shearing points or exposed moving parts				
Playground area free of tripping hazards				

Deterioration of Equipment				
Equipment and playground area free from presence of rot, rust, cracks and splinters				
Equipment safely anchored				

Security of Hardware				
Equipment connection, covering or fastening hardware devices not loose or worn				

Equipment Use Zones				
Equipment use zones free of obstacles				

Drainage Systems				
Playground area free from drainage problems				

Requirements and Recommendations for the Transportation of Children by Schools, Child Care Centers and other Organizations in North Carolina



Basic Provisions of NC's Occupant Restraint (OR) Laws:

- All drivers and passengers must be buckled up in either the front or back seat of any vehicle required by federal standards to be equipped with safety belts (as of December 1, 2006).
- Drivers are legally responsible for all children and youth less than age 16 in the vehicle. Passengers 16 and older are responsible for themselves.
- A child who is younger than age 8 AND who weighs less than 80 pounds must be properly secured in a child passenger restraint device (CRD) or booster seat.
- When a child reaches age 8 (regardless of weight) OR 80 pounds (regardless of age), a properly fitted safety belt may be used.
- A child who weighs at least 40 pounds may be restrained by a properly fitted lap-belt-only if no seating position equipped with a lap and shoulder belt is available. All lap and shoulder belt positions must be occupied before the lap-only safety belt is allowed.

Basic Types of Restraints



Rear-facing Only



Rear-facing Convertible



Front-facing Convertible



Belt Positioning Booster



Lap and Shoulder Belt



Lap Belt with Harness

WARNING: Belt-positioning booster seats must NEVER be used with just a lap belt. Belt-positioning booster seats can only be used with lap and shoulder safety belts.

No type of organization is exempt from the NC OR Laws, only types of vehicles. In addition, some programs may be subject to additional state and/or federal regulations as noted below.

Transporting Children in 15-Passenger Vans

15-passenger vans are required to have safety belts in all seating positions and are covered under the NC Child Passenger Safety Law. Organizations using vans or other passenger vehicles to transport children must comply with all provisions of the NC CPS law. Some programs, however, may be subject to additional state, federal, or program-specific regulations that prohibit the use of vans for transporting children unless they are built to school bus standards. (See "Additional State and Federal Regulations.")

Older models of vans may have lap-belt-only safety belts in all rear seats. In this case, children less than 40 pounds in weight are required to be in a front-facing restraint with a harness. Children weighing at least 40 pounds can be in just the lap belt without a booster seat.

Some rear seat positions in newer vans are equipped with lap and shoulder combination belts. If this is the case:

- Place children less than 40 pounds in child restraints with harnesses and install these restraints in lap-belt-only positions.
- Place children who are at least 8 years old OR weigh at least 80 pounds in properly fitted lap and shoulder safety belts. Shoulder belts tucked under the arm or placed behind the back are ILLEGAL and UNSAFE.
- Place children less than age 8 AND less than 80 pounds in remaining lap and shoulder belt positions in belt positioning boosters.
- Place children who are at least 40 pounds in any remaining lap-belt-only positions using just the lap belt. DO NOT use belt-positioning booster seats in the lap-belt-only positions.

Transporting Children in School Buses

Federal standards do not require safety belts, except for the driver, on large buses with Gross Vehicle Weight Ratings (GVWR) of more than 10,000 pounds. School buses rely on strong, closely spaced, well-padded, energy absorbing seats and higher seat backs to "compartmentalize" and protect passengers during a crash. The size and construction of school buses as well as compartmentalization make them very safe vehicles.

Large buses are exempt from the NC CPS Law since they are not required to have safety belts for passengers. This exemption includes large school and activity buses as well as municipal transit and charter buses. Organizations that provide transportation on large buses do not have to install safety belts and use child restraints for the children being transported in order to comply with this law unless the organization is subject to additional standards and regulations. (See "Additional State and Federal Regulations.")

Safety belts are required in all positions on small buses that weigh 10,000 pounds or less. Some school buses fit into this category. Children being transported in these smaller buses are covered under the NC CPS law. Most of the safety belts on these smaller buses are lap-belt-only safety belts. Children less than 40 pounds in weight are required to be in a child restraint appropriate for their weight. Children who weigh 40 pounds or more can be restrained by just the lap belt without a booster seat.

WARNING: Belt-positioning booster seats must NEVER be used with just a lap belt. Belt-positioning booster seats can only be used with lap and shoulder safety belts.

Operators of smaller buses (under 10,000 lbs) required to have safety belts are subject to the NC CPS law and must comply. Note that most safety belts on school buses, even the smaller buses, are lap-belt-only safety belts that may not be used with belt positioning boosters. Refer to "Summary of Requirements to comply with the NC CPS Law and Recommendations for Maximum Safety in ANY VEHICLE" for recommendations.

Recommendations for Transporting Pre-School Children on School Buses

The National Highway Traffic Safety Administration (NHTSA) believes, and research confirms, that school buses are one of the safest forms of transportation in this country. Therefore NHTSA strongly recommends that all buses used to transport pre-school and school children be certified as meeting NHTSA's school bus safety standards. Using vans that do not meet the school bus standards to transport students could result in increased liability in the event of a crash.

The National Highway Traffic Safety Administration (NHTSA) further recommends that preschool age children are best transported in child restraints even on the larger school buses. If it is determined that a child must be transported in a child restraint on a bus, the NHTSA "Guidelines for the Safe Transportation of Preschool Age Children in School Buses" (February, 1999) should be followed. These guidelines are available on www.buckleupnc.org.

An additional resource is the "Guide for the Transportation of Preschoolers and Children with Disabilities for North Carolina Public Schools: Transportation Policies, Guidelines, and Best Practices," also available on www.buckleupnc.org.

Additional State and Federal Regulations

While federal regulations do not prohibit the use of vans by schools, they do require that new vans with a capacity of more than 10 persons purchased or leased with the intent to transport children to or from school or school events to meet the same safety standards applicable to school buses.

Head Start regulations require that children weighing 50 pounds or less must be restrained in height- and weight-appropriate child restraints. Programs transporting children to and from Head Start and Early Head Start programs must use school buses or "allowable alternate vehicles" by January 2006.

An "allowable alternate vehicle" is a vehicle designed for carrying eleven or more people, including the driver, that meets all the Federal Motor Vehicle Safety Standards applicable to school buses except those related to flashing lights and stop arms. Vans that do not meet the school bus standards are prohibited. Head Start transportation regulations are available on www.buckleupnc.org.

North Carolina Child Care Transportation standard NCAC 09.1001 covers NC child care centers and requires that all children less than 2 years of age to be transported in a child restraint, even on buses. Thus, child care centers transporting children less than age 2 on buses may need to retrofit the bus with belts in order to use child restraints for these children. Transportation standards for NC child care centers are available on www.buckleupnc.org.

Summary of NC Restraint Requirements for Vehicle Types

- ▶ No types of organizations are exempt from the NC Child Passenger Safety (CPS) and Seat Belt laws, only types of vehicles.
- ▶ **Buses weighing more than 10,000 pounds:**
 - Are not required by Federal Standards to be equipped with safety belts, except for the driver, and are exempt from the NC CPS law.
 - Organizations that provide transportation on buses >10,000 pounds do not have to restrain children in safety belts or child restraints to comply with NC law.
 - Organizations that provide transportation on large buses may be required to restrain children in safety belts or child restraints to comply with applicable state, federal or program-specific regulations.
- ▶ **Buses weighing under 10,000 pounds:**
 - Are required to have safety belts in all seating positions.
 - Organizations that provide transportation on smaller buses are subject to and must comply with the NC CPS and Seat Belt laws.
- ▶ **Vans and mini-vans:**
 - Organizations that provide transportation on vans of any size are subject to and must comply with the NC CPS and Seat Belt laws.

Summary of Requirements to comply with the NC CPS Law and Recommendations for Maximum Safety in ANY VEHICLE:

- ▶ In positions equipped with lap and shoulder safety belts, restrain children:
 - In properly installed child restraints with harnesses if they weigh less than 40 pounds.
 - In belt positioning booster seats if they are both less than eight years old and weigh less than 80 pounds.
 - In properly fitted lap and shoulder belt if they are at least eight years old or if they weigh at least 80 pounds.
 - **RECOMMENDATION:** Continue to use booster seats until both the lap and shoulder belts fit correctly on the child.
- ▶ In positions equipped with just lap belts, and if there are no lap and shoulder belted positions available, restrain children:
 - In properly installed child restraints with harnesses if they weigh less than 40 pounds.
 - In properly fitted lap-only safety belts if they weigh 40 pounds or more.
 - **RECOMMENDATION:** Children over 40 pounds should be restrained by options other than just the lap belt if possible. These options may require additional installation in vehicles because they are anchored with top tether straps in addition to safety belts. Recommended options for children over 40 pounds in lap-belt-only positions include:
 - There are several models of restraints with harnesses that can be used for children heavier than 40 pounds.
 - There are harnesses of various types that can be used for children over 40 pounds (example: E-Z-On Products).
 - Retrofit shoulder belt kits are available for some older models of cars and vans. Check with the vehicle manufacturer for availability.

For further information contact: UNC Highway Safety Research Center 800-672-4527 / 919-962-2202 www.buckleupnc.org www.hsrc.unc.edu	For further information or to order brochures or other educational materials, contact: NC Governor's Highway Safety Program 800-999-9676 / 919-733-3083 www.ncdot.org/secretary/GHSP	NC Department of Insurance NC SAFE KIDS Buckle Up 888-347-3737 / 919-661-5880 www.ncsafekids.org
--	--	---

Transportation Standards for NC Child Care Centers and Homes

Enacted by the North Carolina Department of Health and Human Services
Division of Child Development

(<http://ncchildcare.dhhs.state.nc.us/general/home.asp>)

Prepared by the UNC Highway Safety Research Center - April 14, 2005

SECTION .1000 - TRANSPORTATION STANDARDS FOR CENTERS

.1001 SEAT RESTRAINTS

- (a) Each adult and child shall be restrained with an individual seat belt or appropriate child restraint device when the vehicle is in motion.
- (b) Only one person shall occupy each seat belt or child restraint device.
- (c) Children shall not occupy the front seat if the vehicle is equipped with an operational passenger side airbag.
- (d) Except for when children under two years of age are transported, the restraint requirements in this Rule do not apply to vehicles not required by federal or state law to be equipped with seat restraints.

History Note: Authority G.S. 110-91; 110-91(13); 143B-168.3; Eff. January 1, 1986; Amended Eff. July 1, 1998; July 1, 1995; November 1, 1989; July 1, 1988; January 1, 1987.

.1002 SAFE VEHICLES

- (a) All vehicles used to transport children shall be in good repair, safe, and free of hazards such as torn upholstery that allows children to remove the interior padding or hurt themselves, broken windows, and holes in the floor or roof.
- (b) Vehicles shall be insured for liability as required by State laws governing transportation of passengers.
- (c) Vehicles used to transport children in snowy, icy, and other hazardous weather conditions must be equipped with snow tires, chains, or other safety equipment as appropriate.

History Note: Authority G.S. 110-91; 110-91(13); 143B-168.3; Eff. January 1, 1986; Amended Eff. July 1, 1998.

.1003 SAFE PROCEDURES

- (a) The driver or other adult in the vehicle shall assure that all children are received by a responsible person.
- (b) Each center shall establish safe procedures for pick-up and delivery of children. These procedures shall be communicated to parents, and a copy shall be posted in the center where they can easily

be seen. Centers licensed for three to 12 children located in a residence are not required to post these procedures.

(c) A first-aid kit shall be located in each vehicle used on a regular basis to transport children. The first-aid kit shall be firmly mounted or otherwise secured if kept in the passenger compartment.

(d) Emergency and identification information about each child must be in the vehicle whenever children are being transported.

(e) The driver shall be 18 years old or a duly licensed school bus driver and have a valid driver's license of the type required under North Carolina Motor Vehicle Law for the vehicle being driven or comparable license from the state in which the driver resides and no convictions of Driving While Impaired (DWI) or any other impaired driving offense within the last three years.

Prepared by the UNC Highway Safety Research Center - April 14, 2005

Source: National Resource Center for Health and Safety in Child Care April 14, 2005

http://nrc.uchsc.edu/STATES/NC/nc_9TOC.htm (5/1/2004) Page 2 of 2

(f) Each person in the vehicle must be seated in the manufacturer's designated areas. No child shall ride in the load carrying area or floor of a vehicle.

(g) Children shall never be left in a vehicle unattended by an adult.

(h) Children shall be loaded and unloaded from curbside, or in a safe, off-street area, out of the flow of traffic, so that they are protected from all traffic hazards.

History Note: Authority G.S. 110-91; 110-91(13); 143B-168.3; Eff. January 1, 1986; Amended Eff. July 1, 1998; October 1, 1991; January 1, 1987.

.1004 STAFF/CHILD RATIOS

(a) When children aged two years and older are being transported, the staff/child ratios required for compliance with child care center regulations as set forth in Section .0700 of this Subchapter shall apply.

(b) When three or more children under the age of two years are being transported, the staff/child ratio requirements for child care centers set forth in Section .0700 of this Subchapter for children under age two shall be maintained. The driver shall not be counted in the staff/child ratio.

History Note: Authority G.S. 110-91(13); 143B-168.3; Eff. January 1, 1986; Amended Eff. July 1, 1998; July 1, 1988.

SECTION .1700 - FAMILY CHILD CARE HOME REQUIREMENTS

.1723 TRANSPORTATION REQUIREMENTS

To assure the safety of children whenever they are transported, the operator, or any other transportation provider, shall:

(1) have written permission from a parent to transport his or her child and notify the parent when and where the child is to be transported, and who the transportation provider will be.

(2) ensure that all children regardless of age or location in the vehicle shall be restrained by individual seat belts or child restraint devices. Only one person shall occupy each seat belt or child restraint

device.

(3) be at least 18 years old, and have a valid driver's license of the type required under the North Carolina Motor Vehicle Law for the vehicle being driven, or comparable license from the state in which the driver resides, and no convictions of Driving While Impaired (DWI), or any other impaired driving offense, within the last three years.

(4) ensure that each child is seated in a manufacturer's designated area.

(5) ensure that a child shall not occupy the front seat if the vehicle has an operational passenger side airbag.

(6) never leave children in a vehicle unattended by an adult.

(7) have emergency and identification information about each child in the vehicle whenever children are being transported.

History Note: Authority G.S. 110-91; G.S. 110-91(13); Eff. July 1, 1998; Amended Eff. April 1, 2003.

Section 2: Ratios

CHILD CARE RULE .1004 Ratios During Transportation:

- ★ All centers must maintain appropriate staff/child ratios on any vehicle used to transport children.
- ★ When children are being transported, the same staff/child ratios required for child care centers apply. Ratios for the youngest child in the vehicle must be maintained at all time.
- ★ When three or more children under the age of two years are being transported, the driver cannot be counted in the staff/child ratio.

The staff/child ratios are as follows:

Minimum Standards		Enhanced Standards		Enhanced Standards (5 points)	
Infants	1:5	Infants	1:5	Infants	1:4
Toddlers	1:6	Toddlers	1:6	Toddlers	1:5
Twos	1:10	Twos	1:9	Twos	1:8
Threes	1:15	Threes	1:10	Threes	1:9
Fours	1:20	Fours	1:13	Fours	1:12
Five-Twelve	1:25	Five-Twelve	1:20	Five-Twelve	1:19

Section 3: Procedures

CHILD CARE RULE .1003 Safe Procedures During Transportation:

- ★ Each center shall establish safe procedures for pick-up and delivery of children.
- ★ The safety procedures must be communicated to parents, and a copy must be posted in the center where they can easily be seen.
- ★ The safety procedures should include times for arrival and departure, the place where children should be taken inside the center in the morning, who the parent should notify when the child arrives, and who will be allowed to pick up a child.

Better Business Bureau Standards for Charity Accountability

PREFACE

The BBB Wise Giving Alliance Standards for Charity Accountability were developed to assist donors in making sound giving decisions and to foster public confidence in charitable organizations. The standards seek to encourage fair and honest solicitation practices, to promote ethical conduct by charitable organizations and to advance support of philanthropy.

These standards replace the separate standards of the National Charities Information Bureau and the CBBBs' Foundation and its Philanthropic Advisory Service that were in place at the time the organizations merged.

The Standards for Charity Accountability were developed with professional and technical assistance from representatives of small and large charitable organizations, the accounting profession, grant making foundations, corporate contributions officers, regulatory agencies, research organizations and the BBBs. The BBB Wise Giving Alliance also commissioned significant independent research on donor expectations to ensure that the views of the general public were reflected in the standards.

The generous support of the Charles Stewart Mott Foundation, the Surdna Foundation, and Sony Corporation of America helped underwrite the development of these standards and related research.

Organizations that comply with these accountability standards have provided documentation that they meet basic standards:

- In how they govern their organization,
- In the ways they spend their money,
- In the truthfulness of their representations, and
- In their willingness to disclose basic information to the public.

These standards apply to publicly soliciting organizations that are tax exempt under section 501(c)(3) of the Internal Revenue Code and to other organizations conducting charitable solicitations. The standards are not intended to apply to private foundations, as they do not solicit contributions from the public.

The overarching principle of the BBB Wise Giving Alliance Standards for Charity Accountability is full disclosure to donors and potential donors at the time of solicitation and thereafter. However, where indicated, the standards recommend ethical practices beyond the act of disclosure in order to ensure public confidence and encourage giving. As voluntary standards, they also go beyond the requirements of local, state and federal laws and regulations.

In addition to the specific areas addressed in the standards, the BBB Wise Giving Alliance encourages charitable organizations to adopt the following management practices to further the cause of charitable accountability.

- Initiate a policy promoting pluralism and diversity within the organization's board, staff, and constituencies. While organizations vary widely in their ability to demonstrate pluralism and diversity, every organization should establish a policy, consistent with its mission statement, that fosters such inclusiveness.
- Ensure adherence to all applicable local, state and federal laws and regulations including submission of financial information.
- Maintain an organizational adherence to the specific standards cited below. The BBB Wise Giving Alliance also encourages charities to maintain an organizational commitment to accountability that transcends specific standards and places a priority on openness and ethical behavior in the charity's programs and activities.

STANDARDS FOR CHARITABLE ACCOUNTABILITY

GOVERNANCE AND OVERSIGHT

The governing board has the ultimate oversight authority for any charitable organization. This section of the standards seeks to ensure that the volunteer board is active, independent and free of self-dealing. To meet these standards, the organization shall have:

1. A board of directors that provides adequate oversight of the charity's operations and its staff.

Indication of adequate oversight includes, but is not limited to, regularly scheduled appraisals of the CEO's performance, evidence of disbursement controls such as board approval of the budget, fund raising practices, establishment of a conflict of interest policy, and establishment of accounting procedures sufficient to safeguard charity finances.

2. A board of directors with a minimum of five voting members.

3. A minimum of three evenly spaced meetings per year of the full governing body with a majority in attendance, with face-to-face participation. A conference call of the full board can substitute for one of the three meetings of the governing body. For all meetings, alternative modes of participation are acceptable for those with physical disabilities.

4. Not more than one or 10% (whichever is greater) directly or indirectly compensated person(s) serving as voting member(s) of the board. Compensated members shall not serve as the board's chair or treasurer.

[Publicly soliciting churches and other houses of worship: see the [Implementation Guide](#) for further information about the application of this standard.]

5. No transaction(s) in which any board or staff members have material conflicting interests with the charity resulting from any relationship or business affiliation. Factors that will be considered when concluding whether or not a related party transaction constitutes a conflict of interest and if such a conflict is material, include, but are not limited to: any arm's length procedures established by the charity; the size of the transaction relative to like expenses of the charity; whether the interested party participated

in the board vote on the transaction; if competitive bids were sought and whether the transaction is one-time, recurring or ongoing.

MEASURING EFFECTIVENESS

An organization should regularly assess its effectiveness in achieving its mission. This section seeks to ensure that an organization has defined, measurable goals and objectives in place and a defined process in place to evaluate the success and impact of its program(s) in fulfilling the goals and objectives of the organization and that also identifies ways to address any deficiencies. To meet these standards, a charitable organization shall:

- 6. Have a board policy of assessing, no less than every two years, the organization's performance and effectiveness and of determining future actions required to achieve its mission.**
- 7. Submit to the organization's governing body, for its approval, a written report that outlines the results of the aforementioned performance and effectiveness assessment and recommendations for future actions.**

FINANCES

This section of the standards seeks to ensure that the charity spends its funds honestly, prudently and in accordance with statements made in fund raising appeals. To meet these standards, the charitable organization shall:

Please note that standards 8 and 9 have different denominators.

- 8. Spend at least 65% of its total expenses on program activities.**

Formula for Standard 8:

$$\frac{\text{Total Program Service Expenses}}{\text{Total Expenses}} \text{ should be at least } 65\%$$

- 9. Spend no more than 35% of related contributions on fund raising.** Related contributions include donations, legacies, and other gifts received as a result of fund raising efforts.

Formula for Standard 9:

$$\frac{\text{Total Fund Raising Expenses}}{\text{Total Related Contributions}} \text{ should be no more than } 35\%$$

10. Avoid accumulating funds that could be used for current program activities. To meet this standard, the charity's unrestricted net assets available for use should not be more than three times the size of the past year's expenses or three times the size of the current year's budget, whichever is higher.

[Meeting certain public disclosure requirements described in the [Implementation Guide](#) may enable a charity to satisfy this standard.]

An organization that does not meet Standards 8, 9 and/or 10 may provide evidence to demonstrate that its use of funds is reasonable. The higher fund raising and administrative costs of a newly created organization, donor restrictions on the use of funds, exceptional bequests, a stigma associated with a cause and environmental or political events beyond an organization's control are among factors which may result in expenditures that are reasonable although they do not meet the financial measures cited in these standards.

11. Make available to all, on request, complete annual financial statements prepared in accordance with generally accepted accounting principles. When total annual gross income exceeds \$250,000, these statements should be audited in accordance with generally accepted auditing standards. For charities whose annual gross income is less than \$250,000, a review by a certified public accountant is sufficient to meet this standard. For charities whose annual gross income is less than \$100,000, an internally produced, complete financial statement is sufficient to meet this standard.

12. Include in the financial statements a breakdown of expenses (e.g., salaries, travel, postage, etc.) that shows what portion of these expenses was allocated to program, fund raising, and administrative activities. If the charity has more than one major program category, the schedule should provide a breakdown for each category.

13. Accurately report the charity's expenses, including any joint cost allocations, in its financial statements. For example, audited or unaudited statements which inaccurately claim zero fund raising expenses or otherwise understate the amount a charity spends on fund raising, and/or overstate the amount it spends on programs will not meet this standard.

14. Have a board-approved annual budget for its current fiscal year, outlining projected expenses for major program activities, fund raising, and administration.

FUND RAISING AND INFORMATIONAL MATERIALS

A fund raising appeal is often the only contact a donor has with a charity and may be the sole impetus for giving. This section of the standards seeks to ensure that a charity's representations to the public are accurate, complete and respectful. To meet these standards, the charitable organization shall:

15. Have solicitations and informational materials, distributed by any means, that are accurate, truthful and not misleading, both in whole and in part. Appeals that omit a clear description of program(s) for which contributions are sought will not meet this standard.

A charity should also be able to substantiate that the timing and nature of its expenditures are in accordance with what is stated, expressed, or implied in the charity's solicitations.

16. Have an annual report available to all, on request, that includes:

- a. **the organization's mission statement,**
- b. **a summary of the past year's program service accomplishments,**
- c. **a roster of the officers and members of the board of directors,**
- d. **financial information that includes (i) total income in the past fiscal year, (ii) expenses in the same program, fund raising and administrative categories as in the financial statements, and (iii) ending net assets.**

17. Include on any charity websites that solicit contributions, the same information that is recommended for annual reports, as well as the mailing address of the charity and electronic access to its most recent IRS Form 990.

18. Address privacy concerns of donors by

- a. **providing in written appeals, at least annually, a means (e.g., such as a check off box) for both new and continuing donors to inform the charity if they do not want their name and address shared outside the organization, and**
- b. **providing a clear, prominent and easily accessible privacy policy on any of its websites that tells visitors (i) what information, if any, is being collected about them by the charity and how this information will be used, (ii) how to contact the charity to review personal information collected and request corrections, (iii) how to inform the charity (e.g., a check off box) that the visitor does not wish his/her personal information to be shared outside the organization, and (iv) what security measures the charity has in place to protect personal information.**

19. Clearly disclose how the charity benefits from the sale of products or services (i.e., cause-related marketing) that state or imply that a charity will benefit from a consumer sale or transaction. Such promotions should disclose, at the point of solicitation:

- a. the actual or anticipated portion of the purchase price that will benefit the charity (e.g., 5 cents will be contributed to abc charity for every xyz company product sold),**
- b. the duration of the campaign (e.g., the month of October),**
- c. any maximum or guaranteed minimum contribution amount (e.g., up to a maximum of \$200,000).**

20. Respond promptly to and act on complaints brought to its attention by the BBB Wise Giving Alliance and/or local BBBs about fund raising practices, privacy policy violations and/or other issues.

Copyright 2003, BBB Wise Giving Alliance

Administration Office of the Courts Criminal Background Check Companies

The following is a list of companies that obtain information from the North Carolina Administrative Office of the Courts (NCAOC) and that have requested to be listed on the NCAOC website. The records that the NCAOC provides to the companies are accurate reflections of the data in the clerks' databases, but the NCAOC cannot guarantee that the information the companies provide to their customers is current or accurate.

A.S.K. Services, Inc.

42180 Ford Road
Canton, MI 48187
Phone: 888-416-1313
Fax: 734-983-9041
E-Mail: rvaughn@ask-services.com
Website: www.ask-publicrecords.com

Acxiom Information Security Services

6111 Oak Tree Boulevard #400
Independence, OH 44131
800/853-3228 Phone
800/304-3299 Fax
www.acxiom.com

Apex Background Check, Inc.

5710K High Point Road, Suite 197
Greensboro, NC 27407
877/232/3980 Phone
866/544/0041 Fax
www.apexbackgroundcheck.com

Background Information Systems of America, Inc.

500 East Main, Suite 310
Batesville, AR 72501
(870) 612-5265 Phone
(870) 612-8145 Fax
<http://www.criminalscan.com>

Background Investigation Bureau, Inc

9710 Northcross Center Court
Suite 100
Huntersville, NC 28078
704-439-3900 Phone
704-439-3901 Fax

www.bib.com

Background Investigations, Inc.

P.O. Box 3366
Lynnwood, WA 98046
888/338-1550 Phone
888/381-8531 Fax
www.wedobackgroundchecks.com
biinfo@backgroundinv.com

Carolina Information, Inc. dba

USInfoGroup.com
P.O. Box 127
Wake Forest, NC 27588
Toll Free 866-519-8434
919-570-9861
Fax: 919-570-9864
info@usinfogroup.com
www.usinfogroup.com

Castlebranch, Inc.

P.O. Box 1699
Wilmington, NC 28402
910-815-3880 Phone
910-381-3881 Fax
info@castlebranch.com
www.castlebranch.com

Court Ventures Inc

1211 N Las Brisas St
Anaheim, CA 92806
sales@courtventures.com
www.courtventures.com

CriminalRecordCheck.com

PO Box 90998
Raleigh, NC 27675-0998

877-272-0266
sales@criminalrecordcheck.com
www.criminalrecordcheck.com

Edge Information Management, Inc

100 Rialto Place, Ste 800
Melbourne, FL 32901
Phone: 800-725-3343 ext 3426
Fax: 321-308-7301
info@edgeinformation.com
www.edgeinformation.com

Enhanced Data

6216 Angus Drive Suite D
Raleigh NC, 27617
Phone- 919.782.9334
Fax- 919.782.9336
Enhanced-data.com
Carmen@Enhanced-Data.com

FirstPoint, Inc.

Capital Associated Industries
225 Commerce Place
Greensboro, NC 27401
800/288-7408 Phone
336/378-6303 Fax
shall@firstpointresources.com
www.firstpointresources.com

Fulcrum Software Corporation

5715 Magellan Way Suite 301
919-788-9260
info@FulcrumCorp.com
www.FulcrumCorp.com

Hirease, Inc.

PO Box 2559
Southern Pines, NC 28388
Phone: 866-693-1764
Fax: 866-693-1785
Website: www.hirease.com
Email: info@hirease.com

InfoMart Inc.

1582 Terrell Mill Road
Marietta, GA 30067
Phone: 770-984-2727

Fax: 770-984-8997
www.infomart-usa.com

Innovative Enterprises, Inc.

11846 Rock Landing Drive, Suite A
Newport News, VA 23606
Phone: 888-777-9435
Fax: 888-777-9436
Email: Info@knowthefacts.com
WWW.KNOWTHEFACTS.COM

Intercoastal Research & Investigations

PO Box 1133
Little River, SC 29566-1133
Telephone: 843-280-4461
Fax: 843-280-2828
www.ncresearcher.com

Investigative Associates & Consultants, Inc.

3775 Vest Mill Road
Suite D
Winston-Salem, NC 27103
336/768-7040 Phone
336/768-2728 Fax
info@iacinvestigations.com
<http://www.iacinvestigations.com>

Justifacts Credential Verification, Inc

8085 Saltsburg Rd
Pittsburgh PA 15239
Ph: 800-356-6885
email: ayoder@justifacts.com
website: www.justifacts.com

Maximum Reports, Inc.

8509 Paseo Alameda NE, Suite C
Albuquerque, NM 87113
Phone: 877-890-9236
Fax: 877-737-6797
Email: marty@maximumreports.com
Website: www.maximumreports.com

Mind Your Business, Inc

Pre-Employment and Background Screening
P O Box 922

Arden, NC 28704
828-698-9899

NC CORPORATE CONNECTION, INC.

176 Mine Lake Court
Suite 100

Raleigh, NC 27615

Email: krozar@nc.rr.com

Website: www.NCCORPORATE.COM

North Carolina Information Data, Inc.

P.O. Box 1589

Fuquay-Varina, NC 27526-1589

800-792-4339 Phone

919-557-3247 Phone

919-557-3248 Fax

lee@ncrecords.com

www.4ncrecords.com

RESIDENTCHECK INC

4230 LBJ Freeway, Ste 407

Dallas, TX 75244

Phone: 800-491-2580

Fax: 800-495-4842

www.residentcheck.com

Risk Management Associates

4000 WestChase Blvd.

Suite 350

Raleigh, NC 27607

919-834-8584 phone

919-834-8150 fax

www.rmasecurity.com

mhill@rmasecurity.com

SearchTec

3125 Poplar Wood Court

Suite 100

Raleigh NC 27604

Phone: 800-528-8790

Fax: 800-542-7499

E-mail: ndac@searchtec.com

Website: <http://www.searchtec.com/>

SingleSource Services

2320 S Third Street, Suite 7

Jacksonville Beach, FL 32250

800-713-3412 Phone

877-835-5787 Fax

TESI Staffing and Employee Screening Services, Inc

P.O. Box 12780

5413 Morton Road

New Bern, NC 28561

Toll Free 1-800-633-9715

Corp Off 252-638-3036

Fax 252-638-5087

www.tesiteam.com

Triad Employment Staffing

805 N Main St, Suite 104

High Point, NC 27262

Ph 336-885-1555

Fax 336-885-1556

triademployment@northstate.net

U.S. ISS Agency, LLC

13860 Ballantyne Corporate Place

Suite 240

Charlotte, NC 28277

Toll-free 1-877-901-5600

Office 704 248-5674

Fax 704 248-5680

www.isecureus.com

North Carolina Afterschool Professional Core Competencies

The NC Afterschool Professional Core Competencies are available for download online at the NC Center for Afterschool Programs' website: www.nccap.net. Visit the Action page to learn more about the competencies and other afterschool quality standards.

The North Carolina Afterschool Professional core competencies provide a framework of the knowledge and skills needed in eight content areas of professional development in the field of afterschool programming. They address the wide variety of skills and abilities necessary to work with afterschool-age children and youth. The competencies are based on the following beliefs:

- Competent, well-trained professionals are the key to quality afterschool programming.
- Competencies can be used to establish standards for employment and job performance.
- Individual competencies are considered emergent; developing over time with experience.
- Competencies are cumulative and together create a continuum for professional development for the afterschool workforce.

The core competencies are based on research and categorized according to five levels of skills necessary to provide quality programming. The skill levels establish a continuum from beginning workforce skills (Level 1) to an advanced level of skill which includes academic preparation (Level 5). Professionals progress from one level to another through a combination of formal study and practical experience.

Professionals from various agencies collaborated to develop the set of core competencies to serve as the foundation for the North Carolina Afterschool Professional Development System. The collaborative group's goal was to establish a set of standards that support quality care and the professionalization of the child and youth development field. Core competencies define what professionals need to know and be able to do to provide quality afterschool programming. They serve as the foundation for decisions and practices of professionals and establish a set of standards that support professionalization of the youth development field. As professionals increase their knowledge and skills they improve the services they provide to children, youth and their families. It is anticipated that continued research in the field of afterschool programming will refine these competencies even further.

Ways to use the competencies:

Role	Suggested Use
Group Leaders, Youth Workers, Youth Development Professionals	<ul style="list-style-type: none"> • Assess level of knowledge and skill in each of the eight content areas • Identify specific professional development needs (e.g., training/education)
Directors, Program Administrators	<ul style="list-style-type: none"> • Specify training/education requirements for position descriptions • Develop staff professional development plans and policies • Establish a salary scale based on professional development levels • Guide the development and implementation of staff evaluations
Families, Communities, Public Education (K-12)	<ul style="list-style-type: none"> • Articulate expectations of staff working with children and youth
Trainers, Training Organizations	<ul style="list-style-type: none"> • Plan and organize training/education opportunities • Promote training/education opportunities
Higher Education Faculty, Staff, and Administrators	<ul style="list-style-type: none"> • Coordinate and design course content to facilitate transfer and articulation agreements • Assess current program content to determine course development
Federal, State, and Local Agencies	<ul style="list-style-type: none"> • Develop and implement policies that will enhance professionalism in the field
Professional Development Efforts	<ul style="list-style-type: none"> • Create the framework for a professional development system that provides access to competency-based training/education, links compensation commensurate with training/educational achievements, and supports professional recognition